Data Portal Instructions[1]

The data portal lives at tinyurl.com/MITGSUDataPortal. Contact your department coordinator for your login information. There are two tools there, the **Personal View** and the **Department View.** Contact your department coordinator to get access to these tools.

Personal View

The Personal view shows every grad worker where you are marked as a Known Union Affiliate. Most of the data shown here is editable. To edit a field, click on the pencil icon in the top right corner of the cell you want to edit. If no pencil icon shows when you mouse over the field, that field is not editable.

When you are having a conversation, the most important fields to fill out are

1. **Stated Position** - this is the answer to the question “Can we count on you to sign a union card and vote yes in the union election?”
2. **Phone** - is the person’s phone number.

Other useful fields include, but are not limited to

3. **Personal Email** - a *non MIT* email that the person checks
4. **Notes** - anything you think was important about the conversation
5. **Issue Categories** - General categories of issues the person cares about. Can select multiple.
6. **Nickname** - self explanatory

Department View

The department view shows everyone in your department. None of the data here is editable. It is intended as a reference for strategizing.

At the top of the page, there are three tools, Filter, Sort, and Search

Filter: Filters data by one or multiple columns. You can filter by (x OR y OR z) or (x AND y AND z) but you cannot mix AND with OR.

Sort: You can sort by one or multiple fields. They can each be sorted in ascending or descending order

Search: Type search terms here and hit enter. Any row that contains the search term in any column will show up.

[1] If you want the instructions for the old, non editable shared views, go to the next page

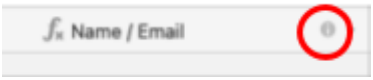
[Deprecated] Instructions for Shared Views

To interact with our database, you need three things (all of which should be given to your by your departmental coordinator)

- A link to your read-only airtable view
- A password for your read-only airtable view
- The link and password (violation sloppy document unplanted) for our form-based editing tool

Read-Only View

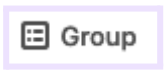
Your view should come pre-set to show the fields (columns) that you will need as an organizer. If you need more or less, you can talk this over with your department coordinator. For more info on a field, mouse over the ⓘ icon in the field label (circled in red here:)



You have 4 important tools for configuring this view to your liking. They are **(1) Hide Fields** **(2) Filter** **(3) Group** and **(4) Sort**. Unfortunately, changes you make to these options will not persist between sessions. If you find yourself constantly making the same changes, ask your dept coordinator to change the original view in airtable to your liking.

You can show or hide any of the columns in your view as you choose, with the exception of the first column which cannot be hidden.

You can filter to only show records (rows) that meet certain criteria. For example, you might want to show all the people in the Grossman lab who are not first years. To do this, click on Filter and then add filter and set it to “Where Advisor contains Grossman.” Then add another filter that says “AND where Year Began is not 2020.” You can use multiple ANDs; you can use multiple ORs; you cannot use a mix of ANDs and ORs



Grouping allows you to separate your data into chunks. This is often useful for looking at different cohorts or different divisions in a department. To group by cohort, click on Group and then pick the field Year Began. You can group by multiple fields at the same time. You can then hide certain groups if you are not interested in them by clicking on the little arrow next to the group name in the top left of each data chunk.

The sort field is rather self explanatory. You can sort by one field or by multiple fields. For example, you could sort by Year Began and then by last name.

Form-Based Editing

You should fill out the form after every organizing conversation. Any changes you make in the form will be reflected in the database upon submission. Roughly 30 seconds after you submit the form, you can refresh your read-only view and the changes should be reflected there. When submitting the

form, you must provide your identity (kerberos) and your contacts identity (kerberos) but all other fields are optional. **You need only fill out the fields you wish to change. Blank fields in the form will be ignored.**